

**To:** Support Team  
**From:** Stephan Lantos, WSO Staff  
**Date:** March 10, 1994  
**Subject:** Inventory Update, consultant's proposal, conference call, etc.

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Enclosed you'll find the most recent version of the *Inventory Update*. Please look it over and call Lee at the office with your proposed changes. I'll be out of the office next week.

The next item is the proposal and resume from the first consultant candidate. I still have not been able to identify any additional candidates but will continue the search. I spoke with Jim and Ron this morning about scheduling a conference call for Support Team during the week of March 21. As of this mailing I have not heard back from Vaughan yet but will continue trying to establish contact. The agenda for the call may include a discussion about the consultant's proposal, the SAT evaluation proposal from Stu T. of the composite group, some of the other items in this package, and the ongoing work of the composite group. Jim said that an agenda will be faxed out to participants prior to the call.

If you have any questions about any of the contents, please give Lee or me a call. I look forward to hearing from you soon.

**CC:** Interim Committee, Composite Group

# INVENTORY UPDATE

This is the seventh update on NA's world services inventory, covering activities for January, February, and early March 1994. It is being produced under the direction of the inventory Support Team.

Since the last *Inventory Update* mailing, reports on the inventory have been published in the 1994 *Conference Agenda Report*, the January 1994 *Conference Digest*, and the March 1994 *Conference Report and Digest*. Those interested in the inventory project may wish to examine those publications.

A Composite Group team has been assigned to develop a WSO staff self-assessment program. The team met over the weekend of 18-19 February 1994 at WSO-Van Nuys to consult with WSO team leaders and develop the first draft of the tools. The initial estimate is that it will take approximately forty hours per staff member to participate in the inventory process that will take place during July through September 1994. The team's draft has been distributed to the Composite Group, the Support Team, the WSO Board of Directors, the steering committee of the World Service Board of Trustees, and the Interim Committee. The draft will be discussed at the Composite Group's upcoming meeting.

Another Composite Group team has prepared a draft summary of the self-assessments performed by most world service boards and committees earlier this conference year. The team's draft has been forwarded to the full Composite Group for review at the group's next meeting. The summary will be distributed to conference participants at WSC'94. At that time the Composite Group also plans to make SAT responses from each board or committee available upon request. Composite Group liaisons will contact each world service board and committee prior to the group's April meeting for comment on these plans.

At its next meeting the Composite Group will look at greater depth into the idea of involving world-level boards and committees in the evaluation of their own self-assessments next conference year. To that end, each assigned liaison was asked to contact their respective committee or board to ask for input regarding the method to be used in obtaining the input from that committee or board. One Composite Group member has already developed a base draft of a plan for such a process which the group will discuss at its April meeting.

Plans for inventory-related activity scheduled for the upcoming World Service Conference in Atlanta are proceeding apace. Final arrangements will be reported in the recap of the Composite Group's April meeting.

Basic analysis of the group, area, and regional questionnaires about world services has been completed.

Further breakdowns and analysis for statistical anomalies will be completed soon.

The Composite Group has agreed to continue accepting fellowship questionnaires until 1 June 1994, but will not send out any additional surveys. The group will ask for the resources necessary to enter the results of these late questionnaires into a computer once this deadline has passed.

Inventory staff reports that, thus far, they have identified only one potential consultant candidate for work on the project next conference year. The candidate's work proposal, expected by the middle of March, will be reviewed by the Support Team and two Composite Group members before the group's April meeting. In the meantime staff will ask a Los Angeles area university for help in developing a list of additional candidates.

This will be the last *Inventory Update* published this conference year. The next report to appear will recap the Composite Group's meeting scheduled for 1-3 April at WSO-Van Nuys. At WSC'94 in Atlanta the group will present a report summarizing this year's board and committee self-assessments and the results of a fellowship survey conducted by the Composite Group. Inventory-related activities taking place at this year's World Service Conference will be highlighted in the *WSC'94 Report* scheduled for distribution in late May or early June.

## WORLD SERVICES INVENTORY

**Composite Group.** Coordinates work being done during the world services inventory, including fellowship surveys, world service board and committee self-assessment tools (or SATs), and inventory sessions at WSC'94. Eleven permanent members: five WSC committee liaisons, three RSRs, two trustees, one member of the WSO Board of Directors.

**Support Team.** Facilitates inventory communication with the WSC and the fellowship. Assures the Composite Group has the resources it needs and is abiding by WSC-approved inventory plan. Makes any decisions needed about changes in approved plan; forwards financial decisions to Interim Committee. Four members: two RSRs, the WSC second vice chair, and the WSC treasurer.

Questions? Ideas? Want to be on the *Inventory Update* mailing list? Write, call, or fax:

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